SETTING UP ACCOUNTS PAYABLE PARAMETERS (AP-ADM-1)

FEBRUARY 1999

VERSION (2.0)

SETTING UP ACCOUNTS PAYABLE PARAMETERS

OVERVIEW

The A/P Parameters Program stores information that is used throughout the Accounts Payable module, including:

- the next automatically assigned vendor number

- the next automatically assigned invoice number

- the next automatically assigned batch number

- the district's 1099 Federal ID Code

- the title and text to be printed on the cover sheet of the Warrant Report.

Accounts Payable parameters must be established prior to the start of AP processing and are rarely changed once the information is entered.

SETTING UP AP PARAMETERS

To Set Up Accounts Payable Parameters, Select:

A) FINANCIALS

    D) Accounts Payable Menu

        A) Auxiliary Programs

           A) A/P Parameters

The following screen is displayed:

```
Session    Edit    Commands    Settings    Help
_____

_____ A/P PARAMETER MAINTENANCE _____
Action:   Update  Output  Exit  2scr  3scr
Update the current data record.

 Next vendor number      [     14]
 Next invoice number     [       10]
 Next batch number       [   2]
 Allow voucher entry?    [N]
 Next voucher number     [       2]

 Use entity code restrictions? (Y/N) [N]

 Default cash account    [10      ] [6101  ]   CASH
 Check Format                       [B]   MUNIS STANDARD - CHECK FIRST
 Check seq (Alpha, No, Vouch, Type)  [A]
```

1. Select **Update** to modify a field. See *Appendix A: A/P Parameter Descriptions* for field descriptions. Modification of these fields would be needed infrequently, if at all, after initial MUNIS implementation.

2. Select **Output** to display or print a report showing all the A/P Parameters.

3. Select **2scr** from the Ring Menu to access other parameters.

The following screen is displayed:

```
Session    Edit    Commands    Settings    Help
─────────────────────────── A/P PARAMETER MAINTENANCE ───────────────────────
Action:    Update   Output   Exit   2scr   3scr

 Action:    Update   Text   Exit   1scr
 Update the current data record.

  Warn if W-9 form has not been received? [N]

  Liquidate POs by Account or PO Line?     [L]
  PO to Invoice max variance percent [   .000]
  PO to Invoice max variance amount  [    .00]

  Print Warrant from (P)roof or (O)pen      [O]
  Warrant title:         [ACCOUNTS PAYABLE WARRANT REPORT            ]

  1099 ID number         [66-12345         ]
  3rd party 1099? (Y/N) [N]                      Donation code?     [N]

  Update Cash during Cash Disb. Journal    [Y]
```

4. *To change the **Warrant title** or **1099 ID number**, select **Update** from the Ring Menu.*

    NOTE: *Include any punctuation in the 1099 ID number.*

5. *To change the Warrant Certification text,* select **Text** from the Ring Menu.

    NOTE: *This is the Warrant Certification text which prints on the first page of the Warrant List.*

6. *To change any other fields*, see *Appendix A: A/P Parameter Descriptions* for field descriptions. Select **Exit** or **1scr** to return to the first screen.

7. *To go to the third screen of A/P parameters*, select **3scr**.

The following screen is displayed:

```
 Session    Edit    Commands    Settings    Help

 ─────────────────── A/P PARAMETER MAINTENANCE ───────────────

 ┌────────────────────────────────────────────────────────────┐
 │  Action:    Update   Exit   1scr                           │
 │  Update the current data record.                           │
 │                                                            │
 │    Do sales tax? (Y/N)          [N]                        │
 │    State Code                   [  ]                       │
 │                                                            │
 │    Local County Code            [   ]                      │
 │    Local County Sales Tax Rate  [   .000]                  │
 │                                                            │
 │    Cat 3 (AP Vendors)  Org/Obj [        ] [       ]        │
 │    Cat 4 (Contractors) Org/Obj [        ] [       ]        │
 │    Cat 5 (State DOR)   Org/Obj [        ] [       ]        │
 │                                                            │
 │    State Sales Tax Rate        [   .000]                   │
 │    State Sales Tax Org/Obj     [        ] [       ]        │
 │                                                            │
 │    Next Reference Number       [        ]                  │
 │                                                            │
 └────────────────────────────────────────────────────────────┘
```

8. Only the first two fields are available to Kentucky users. See ***Appendix A: A/P Parameter Descriptions*** for field descriptions.

9. Select **Exit** or **1scr** to return to the first A/P Parameter Maintenance screen.

APPENDIX A: A/P PARAMETER DESCRIPTIONS

Field	Description
Next vendor number	The next vendor number to be assigned when creating a vendor record. It automatically increments by 1 when a vendor is entered.
Next invoice number	The next invoice number to be assigned when an invoice is entered. It automatically increments by 1 when an invoice is entered. This number is normally used if the invoice does not have a printed number on it.
Next batch number	The next number to be assigned for a new invoice batch. It automatically increments by 1 when a new batch is entered.
Allow Voucher Entry?	If "Y", the cursor will allow entry in the Voucher field on the Invoice Entry screen. If "N", the cursor skips the Voucher field and zero is automatically entered.
Next voucher number	If "Allow Voucher Entry? is "Y", the next voucher number to be automatically assigned during Invoice Entry. If "N" in the previous field, no entry is allowed.
Entity Code Restriction?	If "Y", Entity Codes will be used as a level of security in Accounts Payable; if "N" they will not. Not used by Kentucky school districts.
Default cash account	Enter 10 and 6101.
Check Format	The desired check format for checks that print through the Automated Checks program. Help is available by pressing F9 or <CTRL><W> to display the available check formats. If the format selected is for a laser printer, <CTRL><T> can be used to enter additional line data required by some laser printers.
Check seq (Alpha, No, Voucher)	Select "A" to have the checks print in alphabetical order. Select "N" to print check by vendor number. Select "V" to have the checks print in invoice voucher number order. This field also determines the sort sequence for vendor invoices on the warrant.
Warn W-9 form not received	If "Y" is entered, the user will be automatically warned during Invoice Entry/Proof if the W-9 is not received.
Liquidate POs by Account or PO Line	Enter "A" for the default PO liquidation method to be by GL Account; enter "L" for the default PO liquidation method to be by PO line.
PO to Invoice max variance percent	The maximum percentage of difference to allow between an invoice amount and the purchase order's encumbered amount before the AP clerk receives a warning.
PO to Invoice max variance amount	The maximum amount in dollars of difference to allow between an invoice amount and the purchase order's encumbered amount before the AP clerk receives a warning.
Print Warrant from Proof or Open	If "O" (the normal setting), the Warrant only includes invoices that have been proofed and updated. If "P", the Warrant only includes invoices that have not yet been proofed and updated.
Warrant Title	The title that will print at the top of each page of the vendor Warrant list.

Field	Description
1099 ID number	Your organization's 1099 federal ID number. Insert any needed hyphens.
Donation code? (Y/N)	If "Y", stores a one-character "Donation" Code with every line of the invoice which can be used for reporting. Normally, "N is entered.
3rd party 1099? (Y/N)	If "Y", each line of the invoice will prompt for an additional vendor number which can be used to have 1099 amounts added to the third party vendor's 1099. Normally "N" is entered.
Update Cash during Cash Disb. Journal	The normal entry is "Y"; only in a rare situation would "N be entered. If "Y", the cash account is credited when the Cash Disbursement Journal is updated.
Do Sales Tax?	Determines whether Sales tax should be calculated.
State Code	Enter the two letter code for the state.
The remaining fields on screen 3 are not available for use in Kentucky.	